
AP002 – Facility Closure

1. Intention

To confirm Council's support for the annual closure of the Shire Administration Office over the Christmas and New Year period.

2. Scope

This policy applies to:

- Elected Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the Council, such as contractors, consultants, outsourced service providers and suppliers.

3. Statement

The Shire of Waroona Administration Office will close annually between Christmas Day and New Year's Day. The Administration Office will close from close of business on the last working day before Christmas, and re-open on the first working day following New Year's Day.

Employees will ensure that emergency contacts and procedures are established and widely advertised and communicated to the public.

To ensure the community are aware of the closure:

- Advertising shall be published in the local newspapers circulating the district in the last week of November each year.
- Notice is to be placed at the Shire Administration Office and Public Library notice boards once published, as above.
- In the first week of December, notice of the office closure is to be placed on the Shire of Waroona website.
- An e-mail banner to be placed on all outgoing e-mails from 1 December and end at midnight the day prior to the Shire office re-opening in January.

At the discretion of the Chief Executive Officer, the Library, Works Depot Office, Aquatic & Recreation Centre and Visitor Centre may also be closed during this time period.

Employees wishing to take advantage of this opportunity will either take leave or leave without pay.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Administration				
Policy Number	AP002				
Contact Officer	Manager Corporate Services				
Related Legislation	Nil				
Related Shire Documents	AMP001 – Facility Closure				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	22/10/2019				OCM19/10/122

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
CORP055 – End of Year Closure		